

# Parent Handbook

Revised July, 2020



## **PHILOSOPHY OF CHRISTIAN EDUCATION**

St. Peter Lutheran School is a Lutheran Church-Missouri Synod co-educational day school offering pre-school through eighth grade. It is operated by St. Peter Lutheran Church as a ministry of discipleship, and governed by the School Board. Our primary goal is to provide the means and opportunities for the spiritual education and development of our students.

The student body is drawn from Lodi and surrounding communities. Students are enrolled on the basis of our ability to meet their spiritual, academic, emotional, and physical needs as well as their attitude and involvement in our mission.

The faculty is composed of professionally qualified individuals. It is the goal of the faculty to provide a Christ-centered education through quality instruction and Gospel-oriented discipline. In addition, we seek to promote a sense of well-being and success within each student. Furthermore, we aim to establish a partnership with parents, to involve them in school activities and decisions, and to have open communication between school and home.

The School Board and the faculty are committed to ongoing professional development that promotes student learning. We continue to research new learning theories, instructional methods and best practices and implementing those deemed appropriate.

### ***OUR MISSION***

The mission of St. Peter Lutheran School is to assist parents in the training of their children through Christ-centered teaching and excellence in academics.

### ***OBJECTIVES OF CHRISTIAN EDUCATION***

St. Peter Lutheran School will provide teaching and other educational experiences to enable children:

- To learn and apply the basic Christian principles which Christ has outlined for His people in His Word;
- To develop skills of self-discipline appropriate for home, classroom, school, church, and community;
- To develop an awareness of the needs of the community and to reach out, in love, to help those in need;
- To learn and master the basic academic skills necessary to become happy, healthy, useful citizens.

### ***STATEMENT OF FAITH***

St. Peter Lutheran Church operates St. Peter Lutheran School. The church is a nonprofit corporation holding membership in The Lutheran Church-Missouri Synod (LCMS).

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at St. Peter Lutheran School. We integrate Christian instruction into the study of every subject. We immerse students in a Christian environment, surrounded by teachers, administrators, and staff whose very presence is a testimonial to the Christian faith and life.

Employees who are members of the LCMS adhere to the teachings of the Church in matters of religious faith and personal conduct. While we do not require employees who are not LCMS members to believe or confess the teachings or beliefs of the LCMS, no church or school employee may, in any way, promote beliefs that are contrary to those of the LCMS or otherwise weaken the Christian atmosphere at the school.

The LCMS derives its doctrine and practice from the Bible, the Lutheran Confessions, and applicable resolutions of the LCMS in convention. For the purpose of this policy the decision of the Pastor, in

consultation with the Board of Elders, will constitute the beliefs and teachings of the LCMS and will be final and binding.

## **Summary of Statement of Faith**

WE BELIEVE that God deeply loves each person.

Therefore, we emphasize that each child is of the highest value and should be treated with respect and honor.

WE BELIEVE that God desires for us to have a relationship with Him.

Therefore, we seek to foster a genuine spiritual life in the life of each child.

WE BELIEVE that God has given us the ultimate revelation of Himself to us in the person of Jesus.

Therefore, we teach the importance of knowing what Jesus taught and did.

WE BELIEVE that Jesus died, suffering the punishment for the sins of all people, and that the gift of forgiveness is received simply by faith in Him.

Therefore, we seek to foster faith in Christ as the only way by which people can have a right relationship with God and be saved eternally.

WE BELIEVE that people were created to be in community.

Therefore, we encourage children to build healthy relationships, making God's love for people part of everyday life.

WE BELIEVE that God continues to work in us by His Holy Spirit.

Therefore, we help children to rely on the Holy Spirit's leading in the everyday activities of learning, relating, and playing.

WE BELIEVE that the Bible is the Word of God.

Therefore, it is the basis of all spiritual instruction at St. Peter Lutheran School. Class time is dedicated each day to direct and intensive instruction in the Word of God.

## **DAILY SCHEDULE**

### **School hours are:**

Preschool:	8:30 a.m. to 3:00 p.m.
Kindergarten Regular Day:	8:20 a.m. to 1:45 p.m.
Kindergarten Extended Day:	8:20 a.m. to 3:15 p.m.
Grades 1-8:	8:20 a.m. to 3:15 p.m.
Minimum day: (Scheduled ½ day)	8:20 a.m. to 11:55 a.m.

School doors open at 8:05 a.m. Students arriving before 8:00 a.m. are to be brought to Extended School Care and parents billed accordingly. Entrance into the school classrooms prior to 8 a.m. is by appointment only. All students will enter classrooms by the outside door of each classrooms. Students scheduled to go to the Extended School Care (ESC) program are to go immediately to the ESC classroom both before and after school. All other students are expected to leave the school grounds by 3:30 p.m. Students remaining on school grounds after 3:30 p.m., unless participating in a school-sponsored activity or directly supervised by a parent, will be sent to ESC and parents billed accordingly.

## ***SCHOOL CALENDAR***

St. Peter Lutheran School follows a modified traditional calendar and closely follows the school calendar for the Lodi Unified School District. We typically take off two weeks for Fall Break, one week at Thanksgiving, Two weeks at Christmas, and two weeks for Spring Break.

The principal, in conjunction with the teachers and staff, prepares the annual school calendar. A simple calendar (lacking events but including breaks and holidays) is released in January and a final version is released during the summer, before school begins. The school board approves all calendars and calendar changes.

You may view the school calendar by visiting our website at [splodischool.org](http://splodischool.org). You can either download a pdf of the full yearly calendar, or you may view the monthly school calendar. You may also sync the monthly calendar to your computer, smart phone, or mobile device.

## ***CHAPEL SERVICES***

**Chapel services** are normally held on Wednesday mornings at 8:30 a.m. with a few exceptions. The first day of school, the last day of school, and Good Friday are all held at 9 a.m. Students and staff have an opportunity to worship together as a school family. Offerings gathered at these chapel services are used to help spread the message of the Gospel and to help people and places outside of our church and school mission. Students may be involved in planning and presenting one or two chapels per year. Chapels are mandatory for all students and all students are expected to maintain established chapel decorum and behavior. Parents are welcome and encouraged to attend chapels each week. Each class will present a chapel message at least once per school year. Parents are highly encouraged to attend chapel these days.

## **ENROLLMENT & ADMISSION**

St. Peter Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, age, disability, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## ***REGISTRATION***

- Registration fees are due upon initial acceptance of one's child(ren) for enrollment. Registration fees for subsequent years of enrollment are due at the time of reenrollment. This fee, along with the administration's approval, guarantees a space in the classroom for your child. **THIS MONEY IS NON-REFUNDABLE AND NON-TRANSFERABLE.**
- No student will be admitted unless all registration fees, activity fees, and all past accounts are paid in full. No diplomas will be issued unless all fees are paid in full.
- Should a family find themselves unable to keep their account current, they may submit a written request with a payment plan to the Principal/School Finance Committee for consideration and action. Results of Principal's action along with a payment plan shall be given to the Business Manager so that collections may be monitored. With any account three months past due, the family may be asked to leave the school.

### ***ENTRANCE REQUIREMENTS***

All students entering kindergarten or grade one must present a birth certificate or baptismal certificate as verification of age. While the California Education Code allows a child whose fifth birthday occurs on or before December 2 to enter Kindergarten in August of the same year, and whose sixth birthday occurs on or before December 2 may enter first grade in August of the same year. St. Peter Lutheran School has established its cut-off date for enrollment at September 1st. Student's whose fifth birthday falls after September 1<sup>st</sup> will not be admitted into Kindergarten until the following year.

### ***FINANCIAL AID***

Financial Aid is available in the instance of financial need to help families with school tuition. Facts Tuition Management will partner with St. Peter Lutheran School to determine financial need. To apply for financial aid, go to [factsmgt.com](http://factsmgt.com) and click on Parent Resources.

To apply for assistance, go to <http://factsmgt.com/> and click on Parent Resources. Families must submit all the necessary financial information to FACTS. FACTS Tuition Management will request copies of tax returns and other financial information to determine the family's need. Member families and non-member families are eligible for financial aid.

To be eligible, a family must have a student in good standing at St. Peter Lutheran School, not have a delinquent tuition account and demonstrate true financial need. In addition, families must have regular church attendance, either at St. Peter Lutheran Church, or another Protestant Christian denomination. Finally, students who receive financial aid must maintain a GPA of 2.0 or higher to remain eligible. All financial aid agreements will be in writing. A copy of the agreement will detail any payments the family is expected to make and shall be given to the business manager. Failure to keep the terms of the agreement will *terminate the agreement* and any balance will immediately become due and payable. For this policy, any payments due shall be timely i.e., payment made within 30 days of its due date.

## **ACADEMICS**

### ***OVERVIEW***

Recognizing the need to teach God's involvement in human life and world affairs, St. Peter Lutheran School operates as an alternative to public education. Our curriculum meets all requirements and standards expected of elementary school education. The teaching of the Christian faith receives the prime emphasis, and all other subjects are taught with a Christian perspective.

The curriculum is under constant evaluation and revision. The curriculum is principally Christ-centered and functionally child-centered. The academic curriculum is comprised of the following subject areas: Christian Faith; Language Arts (Reading, Spelling, English); Social Studies/Geography; Science; Mathematics; Art; Music; and Physical Education. Computer instruction, available across the grade levels, focuses upon digital literacy and utilization of computers as tools for the educational process.

Graduates of St. Peter Lutheran School are admitted to all high schools in the area on the same basis as graduates from the public elementary schools. It is the aim of the faculty and School Board to maintain high standards throughout the entire school program. The congregation enables its teachers to take advantage of opportunities for professional growth. Sound teaching methods, current textbooks, and teaching aids are employed in all subject areas.

Homework supports the classroom instruction and extends the learning for each child. It may include reading a book, writing a report, writing a story, or the practice of the math concepts presented in class. It may also include schoolwork not finished at the day's end. Homework is graded or credit is given; it is not used as a form of punishment. Occasionally, homework is given but may not be graded - it is still expected that this work be completed.

Parents have the responsibility to oversee that homework is completed and turned in when it is due. Parents have the responsibility to communicate any concerns regarding homework to their child's teacher. Progress reports are available online at any time through RenWeb. While many activities are available to distract from homework, it must be given top priority in the home, and needs to be stressed early in the school year. Teachers will communicate with parents when a student is not completing homework satisfactorily. We ask that an appropriate area for home study and help be provided to the student to become disciplined in the use of home study time.

Each teacher will assign homework as an extension of the classroom instruction. Teachers are considerate of the amount of homework assigned and the amount of time involved in its completion. The amount of homework will vary from day to day and child to child. Children in grades six through eight should average 1½ to 2 hours of homework each night. Children in grades four and five should average 1 to 1½ hours each night. Children in grades two and three should average ½ to 1 hour each night. Children in kindergarten and grade one should not exceed ½ hour. Homework may be given over periods of school vacation.

### ***ACCREDITATION***

St. Peter Lutheran School is accredited by the Western Association of Schools and Colleges (WASC) as well as the National Lutheran Schools Association (NLSA). To maintain this accreditation St. Peter must go through a full review every six years.

### ***STUDENT ACADEMIC RECOGNITION***

At the end of each quarter, and at the end of the year, recognition is given to qualifying students for academics, attendance, and athletic achievements. End of each quarter – All A's and B's(grades 1-4), Exemplary Behavior, Perfect School Attendance (includes no unexcused tardies), Perfect Church

Attendance, Principal's Honor Roll (grades 5-8 only), Panther Honor Roll (grades 5-8 only) and Kindergarten categories of achievement.

There are also special recognitions at the end of the school year. For the graduating class. These awards include Valedictorian and Salutatorian, Perfect School Attendance for the entire school year, perfect Church attendance for the entire school year, The Samantha Williams Light of Christ Award, Elmer Steingraber Award, Panther and Principal's Honor Roll for the entire year.

### ***EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)***

**L**earn the necessary academic and life skills needed to meet their potential in God's

**plan for their life:**

- Identify, assess, analyze, and integrate resources and information.
- Use information to reach logical and constructive decisions.
- Develop solutions to problems and formulate recommendations based on sound reasoning.
- Apply complex problem-solving processing and critical thinking to real-life scenarios while cooperating and collaborating with others.
- Understand his/her own learning style, apply appropriate strategies, and utilize these effectively to set and achieve goals.
- Accept responsibility for one's own behavior and actions.
- Demonstrate ability to complete assignments and projects independently.

**E**xpress themselves through communication skills including visual, performing, and

**media arts:**

- Demonstrate ability to read, write, listen, and speak accurately and analytically to a diverse audience.
- Utilize proper and effective physical communication skills such as attentive listening, eye contact, posture, and general body language.
- Use technology to enhance effective communication.
- Pursue intellectual and artistic endeavors.
- Interact with others effectively and in a manner that reflects the Christian values of respect, compassion, and service.

**A**ffect their community with the sensitivity to see and the confidence to meet the world's needs.

- Contribute time, energies, and talents to improve the quality of life in our school, community action and world.
- Promote mutual respect, appreciation, and acceptance among people of different backgrounds, cultures, and abilities.
- Practice conflict resolution skills, cooperation, respect, and teamwork.
- Demonstrate servant attitude and awareness of other's needs.
- Practice intentional compassion by viewing life from someone else's perspective in order to find empathy and gain understanding of another's circumstances.

**D**iscover their place in God's plan for humanity through a broad exposure of life experiences.

- Understand the value and practice of daily prayer in their lives.
- Have the benefit of regular, shared worship with believers of Jesus Christ.
- Learn what people who know Jesus Christ believe.
- Gain the knowledge to make healthful choices to maximize skills for lifelong enjoyment.
- Be exposed to a skill, a craft, an academic discipline, or an art thorough which they can express themselves, glorify God, and bring blessing to others.
- Use knowledge from general revelation (math, science), human culture (history, languages), and a special revelation (the Bible) to find answers and solve problems in their personal lives and in the workplace.

### ***GRADING***

Students at St. Peter are graded on a four (4)-point grade scale as indicated below. A 2.0 grade point average (GPA) is the minimum expectation for all students. Students not maintaining the 2.0 minimums may be placed on academic probation. If by the end of the period of academic probation, determined by the principal, there has been no significant improvement in the area of cooperation and effort on the part of the student and/or parent(s), the student may be dismissed from school. Final action is subject to the review of the school board in conjunction with the parent(s).

### **GRADING SCALE\***

The grading scale in use at St. Peter Lutheran School is presented in the following table:

Grade	%	GPA
A	93-100	4.00
A-	90-92	3.66
B+	87-89	3.33



B	83-86	3.00
B-	80-82	2.66
C+	77-79	2.33
C	73-78	2.00
C-	70-72	1.66
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.66
F	0-59	0.00

**FORMULA FOR DETERMINING GPA:** \*GPA is only calculated in grades 5-8. Classes are given a weight according to the number of days per week that they meet. The GPA is then calculated using sum of credit(s) per class times divided by the total units of credit given. Please note that all Grade Point Averages (GPA) are rounded off the nearest hundredth. Only core subjects and P.E. are considered when calculating GPA. Elective classes are not calculated.

### ***HONOR ROLL***

In order to recognize outstanding academic achievement, an honor roll system is in use. Honor Roll is based upon Grade Point Average (GPA) and is awarded to students in grades 5 through 8 at each quarter in two categories:

**Principal's Honor Roll   3.50 - 4.33      Panther Honor Roll      3.00 - 3.49**

### ***STUDENT GUIDANCE***

Christian Day Schools have a unique advantage in their guidance program. The basis of all guidance is the Word of God. Teachers integrate established, sound guidance and counseling techniques with Christian concern, and God's Word allows for the most effective student progress, conflict resolution, and adjustment. At times, Biblically based conflict resolution strategies will be employed by staff members. Parents are urged to trust and support these strategies. St. Peter Lutheran School integrates the Word of God into all academic disciplines. As the need arises, time may be taken out of academic instruction to employ these conflict resolution strategies, or discuss Christian ethics and values. Parents may be asked to either involve themselves in the conflict resolution process or to refrain from participating in it. The faculty of St. Peter School reserves the right to employ conflict resolution strategies without parental consent.

Cumulative records are kept on file for each student attending St. Peter Lutheran School. Parents have access to their student's records as long as the teacher or principal is present. The cumulative records are transferred to the student's new school when a written request is received from the new school.

## ***CHOIR***

**School choirs** are formed for students in grades K-8 All students will be involved in one of the school choirs and/or small singing groups. The students will be asked to sing at Sunday morning worship services at least three times a year and to participate in other choral presentations. When a Sunday worship presentation is scheduled, it is required that all students attend – participation in these events are part of their choir grade.

## ***SCHOOL STANDARDS***

The aim of St. Peter is to maintain peace, and provide a fruitful learning environment. We intend to help each child grow in self-control. The following guidelines will help:

- Students will have assignments completed and ready at the beginning of each school day. Individual teachers may determine their own cut off point for late homework, as well as the penalty for late work.
- Students shall be truthful and honest in all communication and work.
- Students shall show proper respect for the person, the rights, and the property of others.
- Students shall avoid fighting, arguments, put-downs, teasing, inappropriate language, and other hurtful and divisive actions.
- Students will be punctual.
- Students will follow other rules as published or announced. Students will always follow the directions of all school staff and volunteer supervisors or chaperones.

## ***HOMEWORK EXPECTATIONS***

The following expectations are designed to help students learn God-pleasing behaviors that will guide them in giving Our Lord their very best academic endeavors, now, and in the future through high school and into life.

1. Homework for all classes is due by 8:20 am and will be handed into the homeroom teacher; except when requested otherwise, by a particular teacher.
2. Homework assignments should be written in the “St. Peter” assignment book on a daily basis. Homework assignments should be double-checked and all materials packed carefully at the end of each day.
3. All daily work will be done in pencil. Pens will be allowed at the teacher’s discretion.
4. Students who have excused absences will be given one day for every one-day absent to complete their work (i.e. two days ill = two days for make-up work). An excused absence is one in which the office has been notified.
5. Homework that is handed in when it is due will be graded accordingly for full credit.
6. If a daily assignment is not turned in when it is due, the student may receive a zero credit for that assignment. Each teacher may determine the penalty for late homework.

## ***ACADEMIC PROBATION***

SPLS principal has discretion, on a case by case basis, to place students at St. Peter Lutheran School

under *Provisional Status*, also known as Academic Probation.

*Provisional Status* shall be enacted as a trial period, taking into consideration the student's education history, including the student's behavior, academic, physical, spiritual, emotional and/or mental condition. If the administration is uncertain about how the student will adjust to the challenging demands typical at SPLS, *Provisional Status* will provide the means for evaluating whether this student's education placement should continue at St. Peter Lutheran School.

The purpose for *Provisional Status* is to provide the school and the parent with a process to determine if continued enrollment at SPLS is in the best interest of the student with respect to grade placement, curriculum, and/or socialization. Since SPLS may not be the best educational placement for every child, *Provisional Status* is designed to help parents and school leaders make qualified choices for the student.

Upon being placed on *Provisional Status* the following events will be mandatory:

- **Once every 15 school days (three weeks) a brief assessment report will be issued from the teacher(s) to the parents and principal.** The reason is to:
  - Avoid any 'surprise' factor that may arise from a student being withdrawn after an agreed evaluation period is over.
  - Provide parents with an accurate report of how the student is adjusting, and /or conforming to St. Peter school policy.
- The parent, upon reading the assessment report, is encouraged to ask any questions that may arise. Parents are encouraged to make an appointment with the school office, or the teacher directly **at any point during or after the Provisional Enrollment Period** to discuss progress.
- At the end of the *Provisional Status* period:
  - The principal will confer with faculty to evaluate and determine student progress.
  - A determination will be made by the principal to withdraw the student, continue the provisional status, or continue enrollment.
  - A conference with parents will be held to review progress and communicate these outcomes.

## **STUDENT DISCIPLINE**

St. Peter Lutheran School operates under a school-wide discipline policy that affects all children during their entire time on campus. School rules and expectations are discussed with students. Students who decide to break school rules will be subject to school discipline policy and procedures. Discipline procedures are used at the discretion of the staff when direction, guidance and other interventions have proven unsuccessful. "Accountability" forms and "Notice of Concern" forms are disciplinary warnings against similar type behavior. Citations may also be given as the next step after warnings have failed to change behavior.

Most disciplinary problems are handled by the classroom teacher. For more significant infractions, or for repeated behavior, the principal may become involved. The principal may use a variety of disciplinary methods including writing sentences, laps during recess, detention, suspension, or expulsion. Students in grades 5 – 8 are subject to the Middle School Demerit system (see Middle School Addendum).

**Upon any suspension, the principal may prescribe a probationary period different from the succession**

listed above.

**Any of the following behaviors or actions may result in detention, suspension, or expulsion:**

- Possession and/or use of tobacco on school property, or at school events.
- Stealing.
- Possession and/or use of any dangerous devices or weapons, *or weapon replicas*.
- Assault or threats upon school personnel and/or students. Physical assault may be reported to the Lodi Police Department.
- The possession, use, or being under the influence of narcotics, alcohol, or dangerous drugs on school grounds or at school events.
- Leaving school grounds without permission.
- The committing or attempting of arson.
- Taking part in or instigating a significant physical altercation
- Committing acts of defiance, either spoken or acted, in or out of the classroom.
- Serious cheating. Cheating includes: Using the answers of another student. Supplying answers to another student. Possession of answers, tests or Teachers Guides taken from a teacher.
- Physically threatening another student, teacher, or adult.

Suspension may be recommended by a teacher and enacted only by the principal or designated representative. Parents will be notified of the cause of the suspension. Students may be suspended up to 3 (three) consecutive school days. Suspensions will be reported to the School Board. The decision to expel a student rests in the hands of the School Board. Parents have the right to appeal an expulsion to the Board.

## ***GENERAL RULES OF COOPERATION***

**At all times the students will:**

- Pass quietly and in an orderly fashion in the building and on sidewalks.
- Stay right—just like driving.
- Never run or jump within the building.
- Keep hands (and other body parts) to self.
- **NOT** bring gum to school. , electronic games, or squirt guns to school.
- **NOT** curse, swear, and use vulgar language, cheat, or steal.
- **NOT** ride skateboards, roller skates/blades, or bicycles on school property.
- Use the phone only with permission from a teacher for school related business only.
- Stay on school/church property while at school, unless express permission has been granted from the principal
- Stay in designated areas (blacktop, the field, and the playground equipment areas). The church sidewalks and lawns as well as the areas between the buildings are not playground areas and are off limits.
- Spend the recess periods on the playground, unless the classroom teacher decides otherwise due to weather conditions or other reasons.
- Follow the designated rules for movement to and from recess, chapel, assemblies, etc.

- Not throw rocks, sticks, other projectiles, or balls with intent to strike and harm another student.

### ***PLAYGROUND RULES***

General rules for proper play at recess are necessary to keep students safe. Listed below is a current list of playground rules. These rules are designed to be flexible and therefore are subject to change when necessary. Please note that the school staff may alter these rules at any time without notifying parents.

- Tag may only be played on the grass area, not on the playground or blacktop.
- When students climb the play structures, the waist must be below the top-most bar. This is to reduce the risk of falling.
- No jumping off the equipment from any height.
- No hanging upside down.
- One person on the slide at all times.
- Feet first on your bottom while sliding down the slide.
- No climbing the slide.
- Leave sticks and woodchips on the ground.

### ***CHEATING/PLAGIARISM***

**Cheating** is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. The student who allows the cheating to take place is as guilty as the student who cheats, and both parties share in the responsibility and possible consequences. **Plagiarism is the act of taking credit for someone else's work. Plagiarism most often occurs when a student is researching information for a project and passes it off as their own without citing the information accurately.**

Neither cheating nor plagiarism exemplifies Christian character development. Because work resulting from cheating and/or plagiarism is not a true reflection of a student's ability, the consequence may be complete or partial loss of credit on the test or assignment for the student(s) involved. Depending on the nature of the assignment, it may also need to be redone. The teacher will notify parents if their child is involved in cheating and/or plagiarism. Chronic incidents may be subject to additional action by the administration.

### ***HARASSMENT & BULLYING POLICY***

St. Peter Lutheran School is committed to providing a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment occurs when one or more individuals inflict physical, verbal, or emotional abuse on another deliberately and repeatedly. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, (substantial) proven acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths that involves an

observed or perceived power imbalance and is repeated multiple time or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. The target of the harassment and the perpetrator do not have to agree about what is happening. Harassment may occur at any time during school-related activities and includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes or threatening words spoken to another person. Excessive teasing and insults may also constitute verbal harassment.

**Physical Harassment:** Unwanted physical touching, contact, assault; deliberate, impending or blocking movements; or any intimidating interference with normal work or movements.

**Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.

**Emotional Harassment:** Actions that intentionally exclude or isolate an individual.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature.

**Cyber Bullying/Harassment:** Online social cruelty or electronic bullying by sending cruel or threatening messages by e-mail, cell phone, instant messaging, web pages, web blogs, chat rooms, social media, and other information communication technologies.

## ***DATING***

- Dating and romantic relationships are strictly prohibited.
- This includes, but is not limited to, hand holding and other displays of public affection.
- Discussions and conversations about romantic relationships among students is also prohibited.

## **DRESS CODE**

St. Peter Lutheran School has established a uniform policy for all students in grades Kindergarten through 8th keeping biblical principles of modesty in mind. Our students are expected to maintain an appropriate appearance that is neat, clean and modest at all times. Please note that this dress code is subject to change at the discretion of the administration.

### ***ALL STUDENTS***

**Shirts** – Only collared polo shirts are permitted (long or short sleeved). (Red, White, and Navy) Solid white, long sleeved crew neck t-shirts are permitted under polo shirts. *All* (boys and girls) students must have their shirts tucked in during class time. In addition, each child *must* have at least 1 red logo shirt to wear for chapel and on fieldtrips.

**Pants** – Khaki or Navy Blue slacks are permitted. Blue jeans are not permitted except on free dress days. All pants must be clean and in good repair (no holes, frayed edges, or fading). Pants must fit properly and may not be sagging, baggy, low cut, or tight fitting. Cargo, patch pockets, Skinny Jeans, Capri, and other styles are not allowed.

**Shorts** – Khaki or Navy Blue uniform style shorts are acceptable and must be at least fingertip length. Shorts must fit properly and may not be sagging, baggy, low cut, or tight fitting. Cargo, patch pockets, and other styles are not allowed. Elastic waist shorts or pants are allowed for younger students.

**Socks** – Only solid white socks are allowed. No logos, insignias, or designs are permitted.

**Belts** – Belts are optional, but if worn must be solid black or brown leather style. No designs or textures such as canvas or weaved belts are permitted. Only standard belt buckles are allowed – no additional, large, or excessive buckles are permitted.

**Hair** – Unnatural hair coloring, extreme coloring, extreme styles, extreme cuts, and shaved-in designs are unacceptable. All hair styles must be neatly kept and have a look of good grooming.

**Shoes** – All students should always wear tennis shoes/athletic shoes *at all times*. No other type of footwear is allowed. This applies also to free dress days and special dress days (unless otherwise specified).

**Outerwear** – Coats and jackets are only allowed for grades K – 4 and must be removed while indoors. Middle schoolers are only allowed to wear uniform approved sweaters, sweatshirts, or fleece jackets even while outdoors.

**Sweatshirts & Sweaters** – Only solid colored (Red, White, or Navy Blue) uniform shirt pullover, zippered, or buttoned sweatshirts, sweaters, or fleece jackets are allowed. Students wearing clothing with hoods are not allowed to have their hoods up in the classroom or outside when the weather does not require it. On Fridays, sweatshirts/pullovers from special school sponsored events and field trips such as Jenness, Wolf Mountain, or CIMI are allowed. No sequins, piping, or other embellishments on outerwear are permitted.

**Hats and scarves** - Must be free of words and pictures and may *only* be worn outdoors when weather makes it necessary. (Extremely cold weather or hot sun)

### ***GIRLS' UNIFORM REQUIREMENTS***

**Skirts, Skorts & Jumpers** – Khaki or Navy Blue are acceptable and must be no shorter than four inches above the *back* of the knee. Classic Navy Large Plaid from Land's End skirts and skorts. All girls must wear shorts or leggings under their clothing.

**Polo Dresses** – Red or Navy dresses are allowed.

**Makeup** – Nail polish may be worn by girls – artificial nails are not allowed. No Elementary girls may wear make-up. Jr. High girls' make-up may not be worn in excess.

**Jewelry** – Jewelry is discouraged because of safety, loss, or damage. If worn, it must be modest. Jewelry that is contrary to the Christian faith is not allowed (i.e. Ying yang, astrology symbols, skulls, etc.) Girls may not wear excessive, large, or dangling earrings.

**Tights & Leggings** – Tights and leggings are *only* allowed to be worn under skirts, skorts, jumpers, and polo dresses. Tights & leggings are not to be worn under shorts, or by themselves. Must be White or Navy Blue in color.

**Head wear** – All head wear must be uniform color (Red, White, Navy Blue, or Classic Navy Large Plaid) is allowed. Bows must not be larger than 4 inches. Other head wear such as cat ears, tiaras, etc. is not be allowed. Enforcement is up to teacher discretion..

### ***BOYS' UNIFORM REQUIREMENTS***

**Hair** – Boys' hair should not fall below the eyebrow or extend below the collar.

**Head wear** – Hats may be worn only when weather permits. No bandanas or scarves may be worn by boys.

### ***OTHER UNIFORM REQUIREMENTS***

All students are to wear their regular uniform Monday through Friday (Spirit shirts may be worn on Friday) unless a free or special dress has been specified by the administration.

Body piercing is not allowed with the exception of ear piercing for girls.

Tattoos (real or pretend) including body markings are not allowed.

**Spirit Wear** – Fridays are spirit days. This means that spirit shirts from any school year may be worn instead of uniform shirts. Uniform bottoms must be worn on Fridays - blue jeans are not be permitted. Spirit shirts may be from any school year, a special school event such as the spring musical or Christmas program. A new spirit shirt with the current year's theme verse will be available for order when school begins.

**Free Dress Day** - Free dress consists of wearing clothes that are not uniform but need to abide by school dress code. As with all free dress days, clothing must be neat and clean, appropriately modest, without holes or frayed edges and present a good Christian witness. Blue jeans are allowed, but no skinny jeans. Shirts must have sleeves – no spaghetti strap or tank tops. All shorts and bottoms must be fingertip length. Athletic shoes must be worn at all times. If the clothing creates any suspicion in your mind, don't wear it. Tights, leggings, and yoga pants are not be permitted unless worn under other garments.

**Special Dress Day** – Occasionally there are special, themed dress days. Depending on the theme, certain types of clothing may be allowed that are otherwise restricted (e.g. shoes).

## **ST. PETER ATHLETIC PROGRAM**

St. Peter Lutheran School has an extracurricular athletic program for students in grades five through eight. The following is a list of guidelines that governs this program.

### ***ST. PETER ATHLETIC PROGRAM GUIDELINES***

1. The participant will exhibit Christian sportsmanship before, during, and after all games and practices.
2. The participant will exhibit individual support for the whole team. All sports the school participates in require players who are willing to play together, in an unselfish manner, and encourage each other as they work through the season.
3. The participant will not engage in any behavior, dress, or personal styles that will set that person apart from the rest of the team and draw attention to one's self.
4. The participant will follow the directions given to him/her by the coach.
5. The participant will attend all practices and games with exceptions made for illness or family emergencies. Any absence will be followed the next school day with a note to the coach.
6. The participant must meet all academic requirements set forth for this program, and remain in good standing in his/her class.
7. The participant must meet all deadlines for turning in permission slips and driver's slips to be eligible.



**Failure to meet these guidelines will result in such disciplinary in one or more actions as:**

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### ***ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES***

To remain on sports teams, or to participate in other after school activities, a student must maintain a minimum 2.0 grade point average without any F's at all times. If a student falls below this academic level, s/he may be suspended from the activity (including all meets, games, practices, and/or participation) until that student can verify in writing academic eligibility from the teacher(s). If the student has brought the grades back up to an acceptable level, and proven so in writing, a reinstatement will occur. A second occurrence of ineligibility, however, will warrant removal from the team or activity.

Participation in extracurricular activities is considered a privilege. All students are expected to maintain acceptable academic and behavioral standards. Students who are exhibiting unacceptable academic or behavioral standards may temporarily be suspended from extracurricular activities. These suspensions may occur at the discretion of the student's homeroom teacher and principal. They may be for as short as one practice, game or activity, or as long as one week.

Absence from school may result in participation ineligibility from extra-curricular activities (practices, games, and/or events) on the same day of that absence except in the following cases:

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3. Students who are sent home may not participate in that day's extracurricular activities.

***TEAMS & SPORTS***

**A-Volleyball** - This team is open to seventh and eighth graders. The A.D. may invite students from lower grades to participate if there is a need for more participants. The Athletic Director and Principal will determine the specific guidelines for each fifth/sixth grader to participate in volleyball. The emphasis of this team is again on fundamentals and teamwork. However, an added dimension is an increase in the

level of competitions. Every effort will be made to play all students when possible, but the team may concentrate on trying to win the match. (Season is in September and October.)

**B-Volleyball** – This is a team for fifth and sixth graders. The emphasis of these teams is to learn fundamental skills and teamwork. All participants will play in every match. Due to the potential for very large teams this group may be divided up to make size more manageable. This division may result in a St. Peter B-Volleyball team that plays competitively within the league to which the school belongs and a team of participants who may be involved in an intramural program. (Season is in September and October).

**A-Basketball** - This team is open to seventh and eighth graders. Fifth and sixth graders may be invited to play only if the Athletic Director determines there are not enough seventh and eighth graders to fill out a particular team. The A.D. and Principal will determine the specific guidelines for each fifth/sixth grader to participate in “A” basketball. As in volleyball, “A” Basketball is much more competitive. Every effort will be made to play all participants, but it is not guaranteed. Teamwork, fundamentals, and cooperation are all stressed. In the event that a large number of individuals sign up for this sport, the coach, in consultation with the athletic director, may have team tryouts. At no time will a team be cut to less than fifteen members. (Season is December through March.)

**B-Basketball** - This is a basketball team for fifth and sixth graders. The emphasis of these teams is to learn fundamental skills and teamwork. All participants will play in every game a minimum of three minutes. Due to the potential for very large teams this group may be divided up to make team size more manageable. This division may result in a St. Peter B-Basketball team that plays competitively within the league to which the school belongs and a team of participants who may be involved in an intramural program. (Season is in November and December.)

**C-Basketball** – This is a basketball team for students in grades three and four. It consists of a single week practice and ends with a single weekend tournament. The C level basketball tournament occurs in the late spring.

**Track and Field** – There are two track and field events that occur, both in the late spring. The first is a weekday meet for students in grades 4 – 8. All students in these grades are expected to participate in at least three events. The second meet is an all-school meet, but occurs on a Saturday and is therefore optional to attend. Students in younger grades, however, and highly encouraged to participate.

## **PTL (PARENT TEACHER LEAGUE)**

PTL is a parent and teacher-run organization that provides support to the educational and extra-curricular programs of St. Peter Lutheran School as well as increases communication between parents and the faculty. Our goal is to positively impact the lives of our students and teachers - doing it with a Christian attitude so that our students can learn from example.

Whether you are a new family or have a student getting ready to graduate, we are here to help! If you see one of us on campus, please don't hesitate to come up and say hi. We would love to get know each of you better. Too shy to say hi? We encourage everyone to attend our monthly PTL meetings. Please check your St. Peter's App to verify monthly meetings.

We encourage every parent to get involved and join our PTL. Being a part of PTL not only benefits your children, but it is a rewarding experience for all who are involved. We can't wait to see you on campus and at our meetings!

## ***MEETINGS***

Meetings are typically held the second Tuesday of the month (please see school calendar for specific dates). Meetings usually last only an hour and occur in the evening. However, parents may earn three PIP hours for attending a single meeting! It is a great way to be connected and involved!

## ***PTL GOALS***

- To enhance community spirit in a Christ-centered way
- To provide services and programs in support of scholastic pursuits and extra-curricular activities that impact the majority of the student population
- To provide a forum for exchange of ideas between, Parents, Teachers, Students and administration
- To be advocates for our children
- To assist with fundraising for school classrooms and programs

## ***PTL ROLES***

**The PTL functions as a parent-based information resource that works in consultation with the Principal, Teachers and Students to perform the following functions:**

- Promote communication
- Provide venues for the expression of views and ideas of general interest for parents, faculty and students
- Liaise with the Board, Principal and teachers
- Help teacher in the classroom – at the teachers' request
- Plan and organize socials and fundraisers
- Give parent input to administration
- Liaise with school families
- Welcome newcomers
- Support families in need through volunteering time and emotional support

## ***PARENTAL INVOLVEMENT PROGRAM (PIP)***

- Parents are required to fulfill 30 hours (15 hours for a single parent family) of volunteer service to the school as part of a Parent Involvement Program (PIP). It is recommended 15 hours per semester.
- Complete PIP information is available from the Parent Teacher League.
- The purpose of PIP:
  - Creates positive rapport and opens communication.
  - Helps accomplish needed tasks in the classrooms.
  - Involves parents to serve and be examples for our students.
  - Allows all the opportunity to share the responsibility of providing the best school environment for all.
- Activities for involvement are many and varied. The Parent Teacher League tracks service hours. Parents who do not involve themselves in this program are assessed, at the end of the year, \$10

for every hour not volunteered.

### ***ANNUAL FUNDRAISER & SERVICE PROJECTS***

St. Peter Lutheran School has authorized one large fundraiser per year and requires all K-8 parents to participate by purchasing at least 1 ticket in advance. These tickets are part of the enrollment fee each parent pays when enrolling their child. Additional tickets may be purchased once ticketing is announced for the event. **Tickets are non-transferrable** – any unclaimed tickets will be donated back to the school to allow teachers and staff to attend.

In addition to the annual fundraiser, optional smaller fundraisers, or service projects (as defined herein), may be granted pending the approval of the principal in consultation with the school board. For the purposes of this policy, fundraising is defined as an event wherein the purpose of the event is to raise money through donations, sales, and/or event programming for the intent of capital improvement. A service project is defined as an event wherein the purpose of the event is to provide a service or benefit to the Lodi Community. All fundraising for the school is coordinated by the PTL.

All fundraising efforts and service projects must have prior approval from the principal. Please submit all service project and fundraising requests to the principal for consideration. Proposals that necessitate school board consideration will be reviewed on a monthly basis at the school board meeting.

### **COMMUNICATION**

#### ***NEWSLETTERS***

St. Peter Lutheran School publishes several weekly newsletters to keep parents informed. Each classroom teacher publishes one for the class, and the school office also produces a weekly newsletter. The school newsletter is published on Fridays and teacher newsletters are typically available on Mondays.

All newsletters are available online in full and mobile formats. Links to our newsletters are available through our app and our school website.

#### ***WEBSITES***

St. Peter Lutheran School, Preschool, and church all have individual websites for your convenience. Each site is designed to offer you the maximum information and display in different formats. Here are the links to our webpages:

**School:** [www.splodischool.org](http://www.splodischool.org)  
**Preschool:** [www.splodipreschool.org](http://www.splodipreschool.org)  
**Church:** [www.splodichurch.org](http://www.splodichurch.org)

#### ***APP***

St. Peter Lutheran School & Preschool also have an app for Smart Phones and devices! This is your one-stop method for staying in touch. The app includes links, newsletters, events, contacts, schedules, documents and more! Out shopping and need to know the school dress code? Try the app? Can't remember when Parent-Teacher Conferences are? Try the app! You can add event dates directly to your calendar. The app also includes push notifications to keep you up to date with special announcements!

To download the app, go to your app store and search for St. Peter Lodi.

### ***STUDENT LED CONFERENCES***

Parent-Teacher conferences at St. Peter are run a bit differently. Rather than a traditional format, we offer conferences that are instead led by the students. These conferences allow for the students to take ownership of their learning. Students have a script to follow where they present work examples, discuss their strengths and weaknesses, and set goals.

Student Led Conferences are scheduled the first and third quarters of the school year. Students and their Parents meet with the teachers to allow the student to present his/her progress in school. Parents also have opportunity to discuss progress/challenges with the teacher. Report cards are available for viewing and printing at the end of each quarter through RenWeb. In addition to online report cards, tools such as diagnostic and achievement tests are used to help evaluate student progress.

### **HEALTH & SAFETY GUIDELINES**

California law requires that children have health check-ups and immunizations before starting school. This is to ensure that school children are healthy and protected against childhood diseases. The school will ask for a report signed by a physician when a child enters kindergarten or first grade. All students must present an up-to-date immunization record as part of the enrollment procedure. Parents need to keep the school office informed of any changes in health, medical, or emergency information. Parents are also expected to notify the school office if their child is at home with a communicable disease.

- In instances where a student needs medical attention, the school secretary will call the parent or family doctor (in that order).
- No staff member will be allowed to administer any medicines to the student without written parental authorization. All medications must be kept in the school office under lock and key.
- All enrolled students are automatically covered at school expense by a student accident insurance policy. It is assumed that parents have their own primary health insurance policy; therefore, the student accident insurance policy provides only secondary coverage.
- Emergency drills (fire and earthquake) are held on a regular basis. At least one emergency drill per month will take place.

### **SCHOOL RELATED ILLNESS . . .**

If a child is running a temperature or is too ill to participate in all school activities, including physical education and recess, then she/he is too ill to be at school. **The student may return to school after his/her temperature has returned to normal for 24 hours. If your child has any of the following illnesses or conditions, the listed exclusions apply:**

- Measles - excluded until 5 days after rash appears.
- Chicken Pox - excluded until 7 days after first eruption. Scabs are not catching.
- Mumps - excluded for 9 days from onset of illness or until swelling is gone.

- Rubella - (German measles) excluded until appropriate antibiotic therapy has begun under physician's care.
- Pinkeye - excluded until there is no discharge from the eye.
- Trench Mouth - excluded until exact antibiotic therapy has begun under physician's care.
- Strep Throat - excluded until 24 hours after antibiotic treatment has begun.

Head Lice -~ excluded until treatment with a pediculicide has begun **AND** child is **FREE OF LICE AND NITS** (nits are the eggs laid by the lice on the hair follicles). **A CHILD MAY RETURN TO SCHOOL ONLY AFTER THE TREATMENT AND REMOVAL OF ALL THE NITS.** Re-infestation will take place if the lice and nits have not been destroyed in the household.

- 9. Mononucleosis - excluded until a doctor's release indicates the student is able to return to school and that the student is no longer contagious.

## **TEXT BOOKS**

The school supplies all textbooks. The teachers expect the books to be kept covered and otherwise cared for throughout the year. Un-covered books or abuse of books may warrant the giving of a citation. Please do not use sticky covers or contact paper.

***NOTE: The school will hold the family responsible for lost or damaged textbooks, library books, equipment (desks, locks, uniforms, computer hardware and software), or other property of the school. Fines or replacement costs are assessed at the end of the school year, based on the amount of damage and actual replacement costs of the materials.***

## **SCHOOL SUPPLIES**

All necessary classroom supplies are purchased by the school. Students are required to provide their own backpacks and lunch boxes. Optional supplies or personal items are to be provided by the family (e.g. a calculator, pencil box, headphones, etc.).

## **ATTENDANCE**

Regular attendance is vitally important to the progress of the child. Pupils are expected to be regular and punctual in their attendance. All absences must be excused in writing or by telephone by a parent. When a child is absent due to illness, parents are encouraged to pick up assignments every day the child is absent.

Planned vacations during the school year are strongly discouraged. Due to the Modified Traditional calendar our school observes, students have been provided three two-week breaks between the beginning of school and the last day of classes. Vacations should be planned during those breaks so minimal disruption of learning occurs. Homework may be given out in advance of the planned absence or may be given out upon return from the planned absence (at the discretion of each teacher). Any assignment given in advance shall be due upon return. Homework should be turned in a timely manner after any absence or it may be downgraded in the same way late work is penalized. It should be noted that most teachers plan only one week in advance to allow for adjustments in instruction. Therefore, it is extremely difficult to determine homework more than a few days in advance.

## **GUIDELINES**



- Arrival to school after 9:15 a.m. or departure before 2:15 p.m. constitutes a half-day absence. A student is considered tardy for any arrival after 8:20 a.m. and before 9:15 a.m.
- Tardies are excused only if a child has a doctor's note.
- Absences may be excused under the following circumstances:
  - Dr. Note
  - Illness/injury if the parent notifies the school office by 9 am.
  - After 3 days of injury/illness, a student must have a doctor's note to continue as excused absence.
  - Bereavement/weddings (maximum of 3 days). Bereavement absences may be extended for extenuating circumstances.
- Absences will be unexcused under the following circumstances (but not limited to):
  - Four or more days of illness/injury without a doctor's note
  - Vacations
  - Bereavement or weddings that require more than three days out of school.

### ***CONSEQUENCES***

- Students who are absent due to illness or unexcused absence will not be allowed to participate in that day's extracurricular activities.
- Students are allotted 5 unexcused tardies per quarter. Parents will be billed at the end of the quarter \$5 for every unexcused tardy after the allotted five.
- Students are not allowed to miss more than 10% of the total school days per year (about 17 days). This applies to all absences, excused and unexcused.
- Students nearing or exceeding 10% absences per quarter will have enrollment subject to review by the school board.
- Parents will receive a quarterly warning if absences continue.

In some circumstances, the school may report chronic absences to a truancy officer.

Parents should follow the following procedure when taking a child out of school early, before the end of a school day: 1) the parent should notify the office, by way of a note or phone call, prior to the time the student needs to leave. The office will take care of notifying the teacher. 2) The parent should report to the school office five minutes or more prior to the time the child needs to leave. The office will then notify the teacher that the student needs to leave. **(Parents should not go directly to a classroom to get their child).** 3) The parent must properly "sign-out" their child in the office.

Regular attendance at Church and Sunday School/Bible Class is expected of all students and their parents. Each classroom teacher will keep a record of Church and Sunday school attendance for each student of a St. Peter member family.

### **CAMPUS VISITOR POLICY/PROCEDURES**

Teachers appreciate the interest shown when parents visit the classroom. We also appreciate advance notice when visits will be made. Parents should make an appointment with the teacher when desiring to visit or observe the classroom. Disruptions to the classroom (parents walking in to greet, visit, hug, or drop off lunches – show and tell – animals, etc.) is strongly discouraged. Please respect the environment of learning established by the teacher. Also, keep in mind that the teacher's supervisory responsibility of

students begins at 8:05 AM, and extends after school until 3:30 PM. Please respect the wishes of a teacher who does not want parent visitors to a class during these before and after school times. Visitations to the class should be kept to a minimum during these times.

For the safety of our school community, all visitors and volunteers must enter the school via the school office. All volunteers working with students **need to be cleared through Protect My Ministry Authorization**. The school will meet the expense of two clearances per family.

## **BIRTHDAYS—TREATS—PARTIES**

Parents may bring treats for the **whole class** on special days like birthdays. Please ask the teacher in advance of the treat. Also please be aware of specific allergies that students in a class may have. If party invitations are brought to school, please insure that they go to all students (i.e., all boys or all girls) so that no one feels left out. If you are hosting a party for only selected individuals, please **do not** use the school as your delivery system of invitations. Use the U.S. Mail instead.

## **FIELD TRIPS**

**Field Trips and Excursions** are planned for the students. Although such trips are enjoyable for the students, their primary purpose is to enrich learning. Pursuant to this purpose, it is important for all participating parents and students to follow all directions of the teacher. Parent permission slips and an emergency treatment card are required.

### ***GUIDELINES***

- Chaperones are expected to supervise all children while on a field trip.
- The inclusion of younger siblings can distract from the parent's ability to supervise. Therefore, younger siblings may be allowed on field trips, but bringing them is strongly discouraged.
- Inclusion of younger siblings is up to teacher discretion.
- Younger siblings will not be allowed to attend overnight trips.
- Older siblings are prohibited from attending field trips or overnight trips.

### ***DRIVERS***

Transportation will be supplied by willing parents. Seat belts and/or approved child-restraint systems for each passenger and driver are required. *Current California Law states that children under the age of 8 and under 4'9" MUST use a child safety seat, a booster seat, or other safety restraint system in the back seat. California law allows children 8 years or older to sit in the front seat of a car. However, the National Highway Traffic Safety Administration recommends that a child be 13 years old to sit in the front seat.* **All drivers must have proof of adequate auto insurance on file in the school office. All drivers and chaperones need to be cleared through Protect My Ministry Authorization.**

- Parents should expect to transport multiple students on field-trips.
- Parents may request specific driving arrangements from the teacher, but no guarantees can be made.
- Teachers will do everything they can to accommodate parent requests. Day-of changes are not likely to be granted.
- All drivers must submit a Volunteer Auto Usage Statement and Background Check (both available in the school office or on our website) in order to transport children on a school-related function. This also applies to parents driving only their own child.

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**Interscholastic athletics** are available for students in grades 5-8. St. Peter Lutheran School is a member of the Central Valley Lutheran School Athletic Association. Practices and games will be held after school. Parents will be asked to assist with transportation. Seat belts for each passenger and the driver are required.

## **LUNCHTIME**

Lunchtime is an everyday experience for students. Students may bring their lunch to school daily or order hot lunch. The hot lunch program is available Monday-Friday at cost and advance order basis. Ordering for hot lunch is done through RenWeb and orders must be completed a month in advance. Exceptions may be allowed, however. Please contact the office if there are any questions, concerns, or you need to make changes to your order. Milk for all children may also be purchased quarterly, or by the year. Students are expected to eat most, if not all, of their lunch. Students must spend the first fifteen minutes of their lunch period eating before they are dismissed for any recess activity. Lunchtime typically takes place at our outdoor picnic tables. Children eat outdoors the majority of the time. When it is raining, has been raining, threatens to rain, or is otherwise too wet, children will move into our gym.

## **LIBRARY**

Library is available to all students. Volunteer parents staff the library. A weekly library time is scheduled for each grade. Students are allowed to check out books. Lost or damaged books are to be replaced by the family. To maintain and update the library on a regular basis, two book fairs occur each year, one in the fall, and one in the spring.

## **INTERNET USAGE POLICY**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources and the Internet. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Technology is defined by, but not limited to, the following: Internet access, laptops, desktop computers, Chromebooks, projectors, Promethean boards, and Google Apps.
- All school technology will be used only for authorized activities. Students are not allowed to use school sponsored technology for personal use.
- Students are not allowed to use school technology for private communication.

- All documents, sites, and other material generated with Google Apps *must* be shared with the teacher.
- Be courteous and respectful in your messages to others. Do not slander, gossip, or spread rumors. Do not swear, use vulgarities or any other inappropriate language.
- You will not use the St. Peter computer system to access or transmit material that is profane or obscene, advocates illegal or immoral acts, promotes violence or discrimination towards other people, compromises our Lutheran doctrine, or misrepresents St. Peter Lutheran School in any way.
- If you mistakenly access inappropriate information, you will immediately tell your teacher or another faculty member. This will protect you against a claim that you have intentionally violated this policy.
- Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.
- Do not reveal your home address or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only... even if you think you know your correspondent.
- Always try to do your best writing. Make sure to proofread and edit your messages.
- Only public domain content can be downloaded, and then only with express and specific faculty permission. This includes, but is not limited to, documents, software, images, and music.
- Do not enter chat rooms.
- Do not post messages on bulletin boards, list-serves, or other online-forums unless otherwise instructed by your teacher.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Students disabusing school technology will incur consequences such as, but not limited to, suspension of accounts, limited or suspended internet access, limited or suspended Chromebook access, or other disciplinary measures.

## **ELECTRONIC & PERSONAL DEVICES**

All personal devices must be stowed in homeroom classroom during school hours. Given that school phones are available in every teacher's classroom, the office, Extended Care, and the gym, cell phones and other smart devices (such as iPod and smart watches) are not needed. If a cell phone is brought to school, it must be turned into the teacher upon arrival at school and be turned off. The only time a student may use their cell phone is with the permission and in the presence of the supervising adult. They may be used between the end of the school day, and until 20 minutes after school, only for the purpose of calling a parent or pickup person. Cell phones must also remain out of sight and off during any field trip or athletic trip. Any cell phone that is used improperly may be confiscated and a parent required to retrieve it from the principal. The student may also be issued a "Notice of Concern" or a "Citation". The administration reserves the right to revoke the privilege of cell phone use or possession if it is being abused.

Items are brought at your own risk. The school is not liable for theft or damage. Items confiscated due to misuse may be picked up from the school office by the parent, and additional consequences may apply. Students are not allowed to bring personal laptops to other similar devices to school for any reason. Chromebooks are provided for students in grades 5 – 8, and a full computer lab is available for students in grades K – 4.

**General guidelines for personal devices are as follows:**

- Recording of any kind is strictly prohibited. This includes no video recording, audio recording, or still photos, unless specifically authorized by the teacher.
- Students in all classes are required to turn in personal devices to the teacher each morning. This includes, but is not limited to, smart devices, tablets, touch devices, video game consoles, and smart watches.
- Use of personal devices is strictly prohibited during school hours and school sponsored activities. This includes field trips, play practice, extended care, home sporting events and away sporting events.
- Students will be allowed personal devices during overnight trips, but they will be stored with the teacher and use will be monitored.
- Students traveling for away sporting events are allowed to have personal devices with them but are not to use them except for communication with family and/or teachers.
- Students in Extended Care must keep personal devices in their back packs. School owned iPads will be provided for students in grades 4 – 8 and be allowed for entertainment purposes. No devices will be allowed outside during play times.
- Chromebooks will be allowed in Extended Care for homework only.

**DROP-OFF & PICK-UP**

**Morning Drop-off:** Students may be dropped off in the morning by using the drive-through “loop” on the frontage road of Lower Sacramento Road on the west side of the school. Under no circumstance should a vehicle be left unattended or parked on the frontage road during drop-off or pick-up. This creates an un-safe environment for the students. Drop-off for students whose parents need visit or have business in the school office must park in the east parking lot. All students and parents will enter classrooms by way of exterior doors – either on the east side of the buildings or the west side.

**Afternoon Pick-up:** Most students will exit classrooms by way of exterior doors– either on the east side of the buildings or the west side. Older siblings in grades 5-8 may pick up younger siblings 1-4 on the west side of the school and proceed to the east parking lot to be picked up. Students in grades 1-8 must be picked up no later than 3:30. Students who have not been pick-up by 3:30 will be sent to Extended School Care at the cost of the parent. Drivers picking up students in grades 1-4 use the drive-through “loop” on the frontage road of Lower Sacramento Road on the west side of the school. Drivers picking up students in grades 5-8 use the drive-through loop in the east parking lot. Volunteers and teachers are there to direct drivers. Parents who wish to visit, have business in the school office, or come early to wait must park in the east parking lot and accompany student(s) from the school to their parked car. When dropping off or picking up students for Extended Care, please use the designated parking stalls directly west of the Extended Care building or park in the east parking lot and accompany your child to

his/her destination.

## **MIDDLE SCHOOL ADDENDUM**

### ***CHRISTIAN FAITH***

It is the goal of our school to help students grow in their faith-walk. The religion curriculum focuses on the following:

- Through the Word and the power of the Holy Spirit, people of all ages may know God (especially His seeking and forgiving love in Christ and His redemptive work for all humankind)
- Through the Word and power of the Holy Spirit, students may respond in faith and grow in Christian maturity
- Seeing themselves as the reconciled, redeemed children of God and individual members of Christ's body, the church, they may live happily in peace with God, themselves and their fellow human beings.
- Students may express their joy in a life of worship of God and in loving service to others, witnessing openly to Jesus as Savior of all, as they live new lives in the certain hope of eternal life with Christ in heaven.

Curriculum materials (Summit Ministries Curriculum) are designed primarily for middle school students, Lightbearers systematically walks students through life's "big questions," comparing the Christian worldview to naturalism, transcendentalism and other world religions. Whether they are continuing their education in a Christian school or moving to a secular high school, this course gives young teenage believers the foundation they need to stand confirmed in their faith.

Memory work will be assigned with appropriate verses from Christian Faith class as well as selected quotes and terms from Social Studies and school oriented themes.

### ***SCIENCE***

St. Peter Lutheran School maintains that God created all things for humankind's use, enjoyment, and conservation. The school's curriculum, therefore, is committed to providing students with courses of study and understanding of God's intelligent design and scientific laws, principles, and experiences through study and discussion of factual knowledge, experimentation, inquiry, observation, and reporting. Science instruction utilizes the Prentice Hall Science Explorer basal text, appropriate videos, class demonstrations projects, and a variety of "hands on" activities.

Each grade level is given the opportunity to examine science through specified areas outlined for each grade level. These areas are Earth Science, Life Science, and Physical Science.

Earth Science

- Weathering and Soil, Erosion and Deposition, Plate Tectonics, Earthquakes, Volcanoes, Oceanography and Weather, Ecosystems, Living Resources, & Energy and Material Resources

Life Science

- Cell Structure and Function, Cell Processes and Energy, Genetics, Modern Genetics, Structure and Function of Plants, Structure and Function of Invertebrates and Vertebrates, Bones and

Muscles, Circulation and Respiration, The Nervous System, and The Endocrine and Reproduction Systems

#### Physical Science

- The Nature of Matter, Solids, Liquids, & Gases, Elements of the Periodic Table, Chemical Reactions, Motion & Energy, Forces in & Out of Fluids, Earth, Moon, & Sun, and Solar System

Expectations for all science courses:

- **Homework:** Students will be assigned homework on a daily basis. There will be occasions where homework will have been completed during class time.
- **Science Journal:** Students will be responsible for maintaining a journal where their notes are compiled for future reference. The journals serve as a reference point for students to reflect back on daily learning and record their interpretation in a meaningful and reflective way.
- **Labs/Activities:** Students will complete labs and/or activities that correlate with the material covered in class and be expected to report their findings orally or in writing.
- **Projects:** Students will complete one major project each semester. These projects will be research based and incorporate use of technology for presentation purposes.

## ***SOCIAL STUDIES***

Social Studies curriculum for grades 5 – 8 follows the California State Standards. The curriculum series we use is called History Alive! And focuses on using an interactive approach to learning history. Chapters typically have a variety of graphic organizers formats for note taking and included simulations, games, and activities. Homework is not consistently given, but you may expect occasional study guides, notes, and projects. You may learn more about History Alive! by visiting their website at [teachtci.com](http://teachtci.com).

**5<sup>th</sup> Grade Social Studies** – The textbook for 5<sup>th</sup> grade is entitled “The United States Through Industrialism.” During this year, students focus on the early history and founding of our country.

**6<sup>th</sup> Grade Social Studies** – The 6<sup>th</sup> grade book is entitled “The Ancient World.” During this year, students study ancient civilizations and cultures throughout the world.

**7<sup>th</sup> Grade Social Studies** – The book for 7<sup>th</sup> grade is entitled “The Medieval World and Beyond.” During this year, students learn about the Middle Ages, Renaissance, and Reformation.

**8<sup>th</sup> Grade Social Studies** – The textbook for 8<sup>th</sup> grade is entitled “The United States Through Modern Times.” During this year, students learn more about modern U.S. History with a focus on Government.

## ***LANGUAGE ARTS***

StudySync is the primary curriculum used for teaching English/Language Arts to grades 6, 7, and 8. Every quarter, the program introduces a new thematic unit with the following components:

- A Full Text - fiction or non-fiction, accompanied by a packet of questions to be completed for students to prepare for class discussion
- 10-12 Shorter Texts (in a variety of genres including poetry, analysis completed with first read and close read writing assignments on Chromebooks)
- Integrated grammar assignments

- Process Writing (one from a variety of types of writing supported in class with the writing process)
- Unit Assessment  
In addition, students are expected to:
  - practice a weekly list of spelling words for end of the week assessment on spellingcity.com
  - review grammar daily using the 5 A Day Curriculum to prepare for end of the week assessment
  - complete a reading log weekly, documenting and reflecting upon at least 20 minutes of reading for 5 days (given at the beginning of one week, due at the beginning of the next week)
  - set and achieve an AR Reading Goal quarter

## ***MATH***

In all grades, students are placed into groups based on the diagnostic test taken at the end of fifth grade, if grouping is needed. We have two tracks\* for students to follow:

Track 1 – Red Book, Blue Book, Green Book

Track 2 – Blue Book, Green Book, Algebra 1

Track 1 allows students to complete all eighth grade math requirements for high school entrance by graduation.

Track 2 allows students to complete Algebra 1 requirements for high school entrance by graduation.

\* Students may be moved from one track to another depending on performance through the year. This is based on teacher discretion only.

**Grade Six:** Red Book or Blue Book

**Grade Seven:** Blue Book or Green Book

**Grade Eight:** Green Book or Algebra 1

### **Math Courses Overviews**

The following course overviews are projections on what we will cover throughout the school year. I may choose to add or remove something as the year progresses. Plan on covering at least two chapters a quarter.

#### **Red Group**

- 1 – Operations and Properties
- 2 – Introduction to Algebra
- 3 – Decimals
- 4 – Number Theory and Fractions
- 5 – Fraction Operations
- 6 – Data Collection & Analysis
- 7 – Proportional Relationships
- 8 – Measurement & Geometry

#### **Blue Group**

- 1 – Algebraic Reasoning



2 – Integers & Rational Numbers  
3 – Applying Rational Numbers  
4 – Proportional Relationships  
6 – Percents  
8 – Geometric Figures  
9 – Measurement & Geometry  
10 – Probability

### **Green Group**

1 – Rational Numbers  
2 – Graphs & Functions  
3 – Exponents & Roots  
5 – Geometric Relationships  
6 – Measurement & Geometry  
7 – Multi-Step Equations  
8 – Graphing Lines  
9 – Data, Prediction, & Linear Functions

### **Algebra 1**

1 – Expressions, Equations & Functions,  
2 – Solving Linear Equations  
3 – Graphing Linear Equations/Functions  
4 – Writing Linear Equations  
5 – Solve & Graph Linear Inequalities  
6 – Systems of Equations & Inequalities  
8 – Polynomials & Factoring  
9 – Quadratic Equations & Functions  
10 - Data Analysis  
11 – Probability

### **Expectations for all Math courses:**

- Assignments will usually be given for each section covered. This may or may not be on a daily basis. Sometimes students will finish these assignments at school, other times they will need to take it home. Students should always take their work home to check through it again that night.
- Quizzes will be given after each section covered. This is a 5-10 question quiz on the homework from the previous night.
- Tests are given at the end of the unit, but there will be ample time for review of the chapter before the test is administered.
- Interactive Bulletin Boards will be completed by students once a quarter, if not more. These

- are in class boards and should not be worked on at home.
- We will focus on problem solving and real-world applications on a regular basis in the math courses at SPLS.

Textbooks: Holt McDougal Mathematics Grade 6-8 © 2102 & Hold McDougal Larson Algebra 1 © 2012.

### ***CLASS TRIPS***

In addition to the fun filled discussions we will be having in class, field trips and science camps are also included as part of the experience at St. Peter. These activities are assigned for each grade level as they pertain to them and typically occur in May. Field trips that our future scientists will participate in are:

- 6<sup>th</sup> Grade: Wolf Mountain Outdoor Education Camp
- 7<sup>th</sup> Grade: Naturebridge at Yosemite National Park
- 8<sup>th</sup> Grade: Catalina Island Marine Institute (CIMI).

### ***ADDITIONAL INFORMATION - GRADE EIGHT***

Art – We will be studying different forms of art throughout the year that include but are not limited to: paper making, paper decorating, sketching with different media, art in the style of (specified artists), and sculpture.

Poetry – Loren and Verna Haack have volunteered to teach poetry to 8th grade. Students will attend the poetry class once a week. Students will study different forms of poetry, different poets, and create poetry throughout the year that will be displayed in the classroom and in the Middle-School hallway.

The 8th grade class will travel to Catalina Island in the spring for a week of marine biology studies. Participation is mandatory and considered part of the curriculum for 8th grade.

### ***HOMEWORK POLICY***

The following expectations are designed to help students learn God-pleasing behaviors that will guide them in giving Our Lord their very best academic endeavors, now, and in the future through high school and into life.

- Homework for all classes is due by 8:20 am and will be handed into the homeroom teacher; except when requested otherwise, by a particular teacher.
- Homework assignments should be written in the “St. Peter” assignment book as the assignments are given. Homework assignments should be double-checked and all materials packed carefully at the end of each day.
- All daily work will be done in pencil. Pens will be allowed at the teacher’s discretion.

- Students who have excused absences will be given one day for every one-day absent to complete their work (i.e. two days ill = two days for make-up work). An excused absence is one in which the office has been notified.
- Homework that is handed in when it is due will be graded accordingly for full credit.

### **Late Policy**

- The expectation is that all homework is turned in on time.
- If work is 1 day late students can earn up to 90% credit of original work.
- If work is 2 days late students can earn up to 80% credit of original work.
- If work is 3 days late students can earn up to 70% credit of original work.
- If work is 4 days late students can earn up to 60% credit of original work.
- If work is 5 days late students can earn up to 50% credit of original work.
- Anything after five days will be accepted until the end of quarter as participation for 50%)
- Days late are treated as business days. \*e.g. a weekend does not count as two days late, it counts as one day late if it was due Friday and turned in Monday.
- Grades are posted to RenWeb on a weekly basis. Middle school has agreed to have grades up-to-date by Monday of each week for the previous week's grades. Communication about grades are as follows:
  - Teachers will notify by email when a student is receiving a C or lower in a course.
  - Teachers will notify by email when a student is missing 3 or more assignments in a course.
  - Teachers will notify by email when a student receives a C or lower on a test in any course.

### ***LIFE SKILLS***

Middle School is a time for students to begin to take personal responsibility for themselves. This includes time management and organization. In an effort to assist students in their life skills development, students earn a grade in Life Skills which is weighted into their GPA. All students receive the same amount of Life Skills Points at the beginning of each week. Points may be deducted throughout the week for being unprepared for class, restroom abuse, interrupting instruction, failing to follow directions, and failing to keep an organized life skills binder. Life Skills Points are also awarded for effort and participation in Friday electives which will account for 25% of the Life Skills Grade for each quarter.

### ***ELECTIVES***

Grades 5-8 have the opportunity to participate in Friday electives. Every effort is given to assign students to their first choice of electives; however, teachers have the prerogative in assigning students to elective classes. Students have the opportunity to make a different elective choice at the beginning of the second semester.

### ***DISCIPLINE***

The school administrator is expected to develop, maintain, monitor, and evaluate a school wide

discipline plan which is in accord with the directives and philosophy of discipline contained within this policy.

The discipline plan of St. Peter Lutheran School will:

- Maintain clear expectatons;
- Promote early intervention;
- Elicit quality documentation; and
- Ensure that the discussion of behavior and problems be centered on specifics, sticking to the facts and avoiding self-righteous judgment.

It is expected that the school discipline plan, at all levels, will incorporate and allow opportunities for and encourage students to:

- Learn from their mistakes;
- Learn to predict the consequences of their behavior ahead of time;
- Learn to accept responsibility for the outcomes of their choices; and
- Attempt to control their own behavior instead of that of others.

St. Peter Lutheran School expects that as the discipline plan is implemented in the classroom, the teacher's job is not just to CONTROL the students; but to:

- OFFER CHOICES recognizing that if a student doesn't have a choice, he/she doesn't have to own the outcome or accept the responsibility for behavior;
- OFFER GUIDANCE; and
- Help students get their needs met in a POSITIVE way.

We, of St. Peter Lutheran School and Church believe that the use of a proactive behavior intervention program as outlined in our philosophy, discipline plan, and levels approach to intervention negates the use of corporal punishment. Therefore, corporal or physical punishment is not condoned under any circumstance.

An environment conducive to success for each student is established in each classroom:

- Boundaries of acceptable behavior are identified and taught in advance;
- Staff members avoid belittling the child or embarassing him/her in front of his/her peers,
- Positive behaviors are praised and reinforced,
- Students are expected to take responsibility for inappropriate behaviors, to ask for forgiveness and to pronounce forgiveness when applicable.

A private conference is used as an opportunity to discuss alternative, appropriate behaviors.

A "thinking chair" is used as a means of separating the child from the group and allowing time for him/her to regain self-control.

An incident report will be used to notify parents of inappropriate student behaviors.

More serious infractions or a second incident result in detention following the end of the next school day. Detention will typically be 30 minutes in length and will always be supervised by a staff member. Parents will be notified and an incident report will be written.

A student whose behavior is detrimental to a fellow student's safety, ability to learn, or spiritual well-being; who is abusive of school staff, or who receives a third detention, will receive a suspension from school for a period of time ranging from the remainder of a school day up to three days.

Where a student's actions have created a grave concern for their willingness to heed the counsel of school authorities, to function in the school setting in a safe and positive manner, to live within the conduct code described here, or whose parents/guardians have not demonstrated a cooperative spirit in working with the school staff, the principal will recommend expulsion. The principal will present the concerns to the school board and the family will receive a hearing before the board with whom the final authority rests for expulsion.

#### LEVEL ONE: (COOPERATIVE DISCIPLINE)

Level One represents minor behavior that needs correction. Staff members will use verbal directions or other cooperative discipline (gentle corrective) strategies.

#### LEVEL TWO: (STUDENT EXEMPLIFYING REPEATED OFFENSES)

Level Two represents the unresolved Level One minor behaviors that need consequences to elicit correction.

Possible Corrective Measures:

- Teacher warning
- Parent contact
- Appropriate natural consequence
- Behavior program
- Conference with family and staff
- Contract with teacher
- Conference with Principal
- In class isolation

#### LEVEL THREE: (STUDENT IS A FOCUS OF CONCERN)

Level Three represents Level Two behaviors that have continued and/or escalated. Additional interventions are necessary. If the behavior has become outlandish or are unabated short term suspension may be necessary.

Possible Corrective Measures:

Parent Contact

The student will be removed from the classroom and referred to the Principal's or designated alternative's room.

The student, Principal, and necessary staff members will develop a behavioral improvement plan and a parent conference will be held at the earliest possible moment.

Behavior program

Conference with counselor

Conference with teacher

Conference with family and staff

Counseling

Contract with teacher

Conference with principal

Detention

In/out of class isolation

LEVEL FOUR: (STUDENT BEHAVIOR DEMONSTRATES A DISREGARD FOR SELF & SCHOOL)

Level Four behavior necessitates the student's removal from a given area or class as a result of overt disruption in the classroom or on the playground, physically dangerous acts, assault of another student, illegal acts, blatant sexual behavior, overt defiance, and so on or Level Three behaviors that are unabated and escalating. Clearly the intervention strategies of Levels Two and Three are not appropriate and additional or different behavior interventions are necessary.

Possible Corrective Measures:

The student will be removed from the classroom or playground and referred to the Principal's or designated alternative room.

The student, Principal, and necessary staff members will develop a behavioral improvement plan and a parent conference will be held at the earliest possible moment.

Immediate In-School suspension where the student is required to be out of the classroom for the major part of the day.

Parent conference with student in attendance.

Possible short-term (1-5 days) In-School suspension.

LEVEL FIVE: (STUDENT IS OUT OF THE BOUNDS OF SCHOOL CONTROL)

Level Five represents behavior so severe that it threatens the safety of other students or outlandish behavior that continues in defiance to the behavioral improvement plan and despite staff and parents' best efforts to bring positive change. If the behavior reaches Level Five, the issue would be taken to the School Board for discussion for action.

Possible Corrective Measures:

Long term suspension

Parent conference required for readmission to school

Expulsion

## **NON-DISCRIMINATION STATEMENT**

St. Peter Lutheran School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs.